

Sponsorship Training

501st Combat Support Wing

RAF Alconbury



FIRST TERM AIRMEN/SAILORS/SOLDIERS

- Sponsoring a First Termer?
- Special Interest Item from USAFE
- Supervising NCO will sponsor First Termer
- Inform your AF Newcomer they will be attending First Terms Airman Center (FTAC) within the 90 days month of arrival
- Supervising NCO will attend with the students on their first day of the course
- If you belong to the 501 CSW, the unwritten policy is “supervisors sponsor all inbound personnel. Variances from this policy may be necessary when a supervisor is not available (e.g.: deployed), but they should be the exception rather than the rule. In no case will we have airmen (E1-E4) sponsoring airmen (E1-E4).

Sponsorship Training

- Effects of Sponsorship
- Your Duties
- Electronic Sponsor Package
- Newcomer's Arrival
- Newcomer Needs Checklist
- Where To Get Answers
- Training Verification/Certification

Effects Of Good Sponsorship

- ✓ Eases transition
- ✓ Reduces culture shock
- ✓ Increases productivity
- ✓ Cultivates unit cohesiveness
- ✓ Improves morale
- ✓ Eases financial hardship

Effects of Poor Sponsorship

- Negative impact on mission readiness
- Negative perception of unit support
- Negative reaction to sponsor
- Negative impact on relocation process
- Negative reaction to assignment as a whole
- Negative perception of the military

Newcomers Facts/Stats

- On a scale of 1 to 10, the average rating of how prepared the Newcomers were “mission ready” was 7.
- The areas of Sponsorship support ,Transportation, Driving, Housing, Spouse Employment and Finances were the identified problem areas.
- 50% newcomers have not utilized the 501 CSW Website.
- 25% of newcomers did not receive a PO Box for forwarding mail
- 15% was either not appointed a Sponsor or did not receive any contact from their unit or Sponsor

Duties of A Sponsor From Start to End

- ✓ Contact incoming member
- ✓ Send local area information.
- ✓ Confirm transportation and lodging arrangements
- ✓ Set up a PSC Box
- ✓ Meet member and family upon arrival
- ✓ Assist with the settling-in process

Your Duties

What You Need To Know

1. Contact newcomer within 2 duty days of appointment/training
 - Determine their needs
 - Family, Pets, etc.
 - Banking, child care, education information
 - Lodging, transportation
 - VISA/Passport, etc.

Use Newcomer Needs Assessment Checklist

Your Duties

What You Need To Know

2. Be an active sponsor
 - Seek assistance if you don't know the answers
 - Not good enough to just say,
"Let me know if you need anything."
3. Refer newcomer to Airman & Family Readiness Center at losing base

Your Duties

What You Need To Know

4. Refer newcomer to self-help databases
 - *Plan My Move* on Military HOMEFRONT: Official DOD resource for installations worldwide
 - <http://www.militaryhomefront.dod.mil>
 - <http://www.militaryonesource.dod.mil>
5. Schedule a convenient time, call and take the newcomer to the 501st web site and review the data with them and the download items
6. Confirm arrival and departure dates
7. Assist in the settling-in process

Know Your Current Events

Up-to-date news & information about
Quad-Base Community

<http://www.501csw.usafe.af.mil/>

<http://www.501csw.usafe.af.mil/units/alconbury/index.asp>

<http://www.huntingdon-town.info/>

JAC Newsletter



Sponsor Package Contents

- ✓ Your Personalized Welcome Letter
- ✓ Your Unit CC Letter
- ✓ Local Attractions and Tourism Information
- ✓ Any additional items requested by the newcomer
- ✓ Reference to 501st Newcomer information
- ✓ Alconbury Almanac
- ✓ Newcomer TO DO LIST

Personalized Sponsor Letter

- ✓ Be sincere, friendly, and positive
- ✓ Congratulate the newcomer on their assignment to the Tri-Base Area
- ✓ Include phone numbers: DSN, Commercial, Home, Cell Phone & Email Address
- ✓ Include something about yourself
- ✓ Ask for required information from checklist
- ✓ Request notification if change in arrival plans occurs

Passport/Visa Concerns

- ✓ Family Members, and ALL Civilians, will need a passport to enter the country.
- ✓ These same individuals will also need to have a VISA in their passports prior to arrival.
- ✓ Work closely with your losing base MPF, this issue is crucial !!

<http://www.ukvisas.gov.uk>
<https://www.fcg.pentagon.mil>

TOP Secret Clearances

- JAC Newcomers:
- Where are you in the Top Secret Clearance Process

Newcomer's Arrival

- ✓ Personally meet and greet the newcomer
- ✓ Assist with securing quarters
- ✓ Accompany newcomer to CSS/orderly room, and duty section
- ✓ Introduce newcomer to personnel in the squadron
- ✓ Visit the Airman & Family Readiness Center
- ✓ Obtain household items from the Loan Closet
- ✓ Provide tour of the base and local area
- ✓ Follow-up Follow-up Follow-up

Transportation Issues

- ✓ Using a POV – Claiming on Travel Voucher
- ✓ Arrange for taxi or courier if you cannot pick them up from the airport-be clear about the number of passengers /pets/car seats the family will be traveling with.
- ✓ Discuss & confirm via e-mail all transportation information with newcomer and Courier
- ✓ Confirm all charges in advance (by meter or set fee) before taking a taxi

Airman & Family Readiness Center

Relocation Assistance

- Sponsorship Training
- Smooth Move
- Newcomers Orientation/Right Start
- Loan Closet

Air Force Aid Society

- Emergency Assistance
- Child care for Volunteers
- Bundles for Babies
- Youth Employment Skills (YES)
- Car Care Because We Care

Navy/Marine/ Army Relief Societies

- Emergency Assistance

Airman & Family Readiness Center

Personal & Family Readiness

- Pre-deployment Assistance
- Key Spouse Training
- Morale Calls/Phone Cards

Transition Assistance

- Transition Assistance for Military & DoD Civilian Personnel
- TAP Workshop
- Veteran's Affairs Information

Career Focus/Spouse Employment

- Family Employment
 - Volunteer Resource Program

Airman & Family Readiness Center

Family Life

- Relationship Enhancement Consult
- Heart Link

Personal Financial Management

- Budget Assistance
- First Term Airman
- CSB/Redux & Thrift Savings Plan
- Basic Investing Education
- Moving Off Base Consultations
- Financial preparation for separating and retiring personnel

Local Items Of Concern

- ✓ High Cost of Living
- ✓ Weather
- ✓ Driving

Drivers License

- Prepare as soon as possible after arrival to take the computer -based test
- All personnel (military, civilian, contractor and dependents) can complete the USAFE Drivers License exam on line prior to attending Newcomers Orientation
- **Local Conditions Briefing** is a prerequisite for taking securing a Drivers License. This briefing is currently only offered at the twice monthly Newcomers Orientation.

Drivers License

- Access to Study Material:
<http://www.direct.gov.uk/en/TravelAnd>
Check out study guide from Library
Purchase handbook/CD online at several different companies(Amazon/Halfords)
Transport/Highway code/DG 070202
- On base connections: Study materials/DVDs are located on Alconbury at the A&FRC/Education Center/ Starbucks/and the Library
- PREPARE PREPARE PREPARE

Return On Investment

- ✓ Sponsorship survey completed at Newcomers
- ✓ Give a reason for your newcomer to provide positive feedback on his/her PCS experience
- ✓ Your unit, Your team has a new member settled and better prepared to begin work